

**DENTISTRY EXAMINING BOARD  
MEETING MINUTES  
January 4, 2017**

**PRESENT:** Debra Beres, RDH; Mark Braden, DDS; Eileen Donohoo, RDH; Leonardo Huck, DDS; Lyndsay Knoell, DDS; Timothy McConville, DDS; Wendy Pietz, DDS; Carrie Stempski, RDH; Beth Welter, DDS

**STAFF:** Brittany Lewin, Executive Director; Amber Cardenas, Legal Counsel; Sharon Henes, Administrative Rules Coordinator; Nifty Lynn Dio, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Lyndsay Knoell, Chair, called the meeting to order at 8:30 a.m. A quorum of nine (9) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Debra Beres moved, seconded by Eileen Donohoo, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Debra Beres moved, seconded by Eileen Donohoo, to approve the minutes of November 2, 2016 as published. Motion carried unanimously.

**ELECTION OF OFFICERS**

**BOARD CHAIR**

**NOMINATION:** Lyndsay Knoell nominated Mark Braden for the Office of Board Chair.

Brittany Lewin called for nominations three (3) times.

Mark Braden was elected as Chair by unanimous consent.

**VICE CHAIR**

**NOMINATION:** Mark Braden nominated Debra Beres for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Debra Beres was elected as Vice Chair by unanimous consent.

**SECRETARY**

**NOMINATION:** Debra Beres nominated Wendy Pietz for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

Wendy Pietz was elected as Secretary by unanimous consent.

**MOTION:** Mark Braden moved, seconded by Debra Beres, to thank Lyndsay Knoell for his dedicated service as Chair of the Dentistry Examining Board for the past six years. Motion carried unanimously.

<b>2017 ELECTION RESULTS</b>	
<b>Board Chair</b>	Mark Braden
<b>Vice Chair</b>	Debra Beres
<b>Secretary</b>	Wendy Pietz

### **LIAISON APPOINTMENTS**

<b>2017 LIAISON APPOINTMENTS</b>	
<b>Practice Questions Liaisons</b>	Board Officers
<b>Screening Panel Members</b>	Lyndsay Knoell, Debra Beres
<b>DLSC Liaison</b>	Mark Braden
<b>Monitoring and Professional Assistance Procedure (PAP) Liaison</b>	Mark Braden
<b>Credentialing Liaisons</b>	Debra Beres, Wendy Pietz
<b>Office of Education and Exams Liaison</b>	Eileen Donohoo
<b>Legislative Liaison</b>	Mark Braden
<b>Travel Liaison</b>	Mark Braden
<b>PDMP Liaison/ Appointed to Controlled Substances Board as per Wis. Stats. §15.405(5g)</b>	Wendy Pietz

**MOTION:** Eileen Donohoo moved, seconded by Timothy McConville, to affirm the Chair's appointment of liaisons for 2017. Motion carried unanimously.

### **DELEGATION MOTIONS**

#### *Delegated Authority for Urgent Matters*

**MOTION:** Debra Beres moved, seconded by Lyndsay Knoell, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or

experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

### ***Delegated Authority for Application Denial Reviews***

**MOTION:** Debra Beres moved, seconded by Leonardo Huck, that the Board counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

### ***Document Signature Delegation***

**MOTION:** Eileen Donohoo moved, seconded by Debra Beres, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

### ***Credentialing Authority Delegations***

**MOTION:** Lyndsay Knoell moved, seconded by Leonardo Huck, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

**MOTION:** Leonardo Huck moved, seconded by Eileen Donohoo, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Board or Board liaison review. Motion carried unanimously.

**MOTION:** Timothy McConville moved, seconded by Leonardo Huck, to delegate authority to DSPS staff to review and approve applicants with one OWI or underage drinking violation. Motion carried unanimously.

**MOTION:** Eileen Donohoo moved, seconded by Leonardo Huck, to delegate all faculty license credentialing decisions to the Board's credentialing liaisons. Motion carried unanimously.

### ***Travel Delegation***

**MOTION:** Eileen Donohoo moved, seconded by Debra Beres, to delegate authority to approve any Board Member travel to the Travel Liaison. Motion carried unanimously.

### ***Legislative Liaison Delegation***

**MOTION:** Eileen Donohoo moved, seconded by Debra Beres, to authorize the Legislative Liaison to speak to members of the Legislature on behalf of the Board. Motion carried unanimously.

## **LEGISLATIVE/ADMINISTRATIVE RULE MATTERS – DISCUSSION AND CONSIDERATION**

### **Proposals for Amending DE 5, 6 Relating to Standards of Conduct and Unprofessional Advertising**

**MOTION:** Eileen Donohoo moved, seconded by Debra Beres, to authorize the Chair to approve the preliminary rule draft of DE 5, 6 relating to standards of conduct and unprofessional advertising for posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

### **CONTROLLED SUBSTANCES GUIDELINES**

**MOTION:** Lyndsay Knoell moved, seconded by Leonardo Huck, to form a Controlled Substances Guidelines Committee and appoint Wendy Pietz, Carrie Stempski, and Beth Welter to the committee. Motion carried unanimously.

**MOTION:** Lyndsay Knoell moved, seconded by Debra Beres, to authorize the Chair to approve an emergency and permanent rule Scope Statement for amending DE 13 relating to prescribing of controlled substances continuing education for submission to the governor and publication, and to authorize the Chair to approve the Scope Statement for implementation no less than 10 days after publication. Motion carried unanimously.

### **SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION REQUESTS**

#### **2017 Travel and Examiner Requests**

**MOTION:** Eileen Donohoo moved, seconded by Timothy McConville, to acknowledge Deb Beres, Eileen Donohoo, Carrie Stempski, and Beth Welter's participation as Central Regional Dental Testing Service as examiners. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Debra Beres, seconded by Timothy McConville, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:17 a.m.